



**RASHTRIYA ISPAT NIGAM LIMITED**  
**VISAKHAPATNAM STEEL PLANT**  
(A Govt. of India Enterprise)  
CIN: U27109 AP1982 GOI 003404

Regd. Office: Administrative Building, Rashtriya Ispat Nigam Limited (RINL),  
Visakhapatnam Steel Plant (VSP), Visakhapatnam –530 031, Andhra Pradesh, India.  
Telephone & Fax: +91 891 2518249/2759482; Website: [www.vizagsteel.com](http://www.vizagsteel.com)

**COMPANY AFFAIRS DEPARTMENT**

No. RINL/CA/CS (Trg)/2023/02

Date: 03<sup>rd</sup> July, 2023

**Practical Training for Company Secretary Students**

*(As per Company Secretaries Regulations, 1982)*

Rashtriya Ispat Nigam Limited (RINL), a Navratna CPSE (Schedule- A), is the corporate entity of Visakhapatnam Steel Plant – the country's first shore-based integrated steel plant at Visakhapatnam, Andhra Pradesh. Main activities of RINL include production of steel products in the longs category from its operating unit at Visakhapatnam, AP and Rail Wheels from Forged Wheel Plant at Lalgunj, UP.

RINL has one integrated steel plant of 7.3 Mtpa Liquid Steel capacity at Visakhapatnam, Andhra Pradesh. In addition, the company operates three mines viz. Jaggyyapeta mines (Limestone), Garbham (Manganese) Mines, in Andhra Pradesh and Madhram mines (Dolomite) in Telangana State. RINL also has mines for quartzite and river sand at Kintada in Andhra Pradesh. RINL set up Forged Wheel Plant (FWP) at Lalgunj, UP, to cater to the requirement of Indian Railways for import substitution.

Products are marketed through a wide marketing network of 5 Regional offices, 23 Branch Sales Offices and 23 Stockyards which cater to the delivery requirements. The products of RINL include Rebars, Wire Rods, Rounds, Structurals, Blooms & Billets, Wheels and Pig Iron and the company also markets the resultant by-products like coal chemicals (Ammonium Sulphate, Benzol products etc.)

RINL is under the administrative control of Ministry of Steel (MoS), Govt. of India (GoI) with 100% shareholding held by the Hon'ble President of India. The Registered office of the company is situated at Administration Building, Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, Visakhapatnam –530 031, Andhra Pradesh, India

The authorized and paid up share capital of the Company is ₹8,000 Crore and ₹4,889.85 Crore respectively. The turnover of the company for the preceding financial years are ₹16,618 crores (2017-18), ₹20,844 crores (2018-19), ₹15,819 crores (2019-20), ₹17,978 Crores (2020-21) and ₹28,215 Crores (2021-22). The Annual Reports of RINL are made available at its website at [www.vizagsteel.com](http://www.vizagsteel.com) under the tab 'corporate' and its sub-tab 'Financial Performance' for further information & reference, if any. [<https://www.vizagsteel.com/myindex.asp?tm=1&url=insiderinl/FinancialPerformance.asp>]

**RINL is looking for promising students possessing following eligibility and aspiring to undergo training as per Company Secretaries Regulations, 1982 at Company Affairs Dept situated at its registered office at Administrative Building, RINL/VSP, Visakhapatnam-530 031, Andhra Pradesh.**

The prospective CS Trainee will become part of core team of Company Affairs Department, RINL which consists of team of Company Secretary Professionals and Secretarial/ministerial staff at its registered office, RINL/VSP, Visakhapatnam - 530031. CS Trainees are actively engaged in core company secretarial works/jobs based on their capabilities/capacities from basic-to-high end such as preparation of agendas for all meetings of Board, Board Sub-Committee & General Meetings, documentation/s with regard to Statutory compliances, e-filings, assist for Secretarial Audit and preparation & printing of Annual Report, XBRL etc.

**Details of Training & Eligibility:**

**Qualification:** The aspirant should have completed **Executive / Professional programme of ICSI with Full Time Degree Course passed in first division** from any recognized university along with completion of Executive Development Programme (EDP) of ICSI and should possess the relevant certificates.

Preference will be given to the aspirant who has **working experience**, preferably in relevant domain viz. Secretarial, Legal, Accountancy etc., with MS-Office Computer proficiency. The experience should be supported by Experience Certificate.



- 1) **Computer proficiency:** The aspirant should possess hands on experience in MS-Office with speed typing (MS-Word). This is mandatory pre-requisite for training at RINL.
- 2) **Duration of Training:** As per Company Secretaries Regulations, 1982, (ICSI) as amended.
- 3) **Age:** The maximum age limit of aspirant should be 27 years as on date of this Advertisement.
- 4) **Stipend:** The Sanctioned rates of stipend amount at RINL are as follows:-

ICSI Examination passed	Stipend amount (₹) with free accommodation*
Professional (all groups)	₹ 20,000/- per month
Professional (any single group)	₹ 15,000/- per month
Executive (all groups)	₹ 12,000/- per month

- 5) **Accommodation:** Accommodation (nominal charges of ₹200/- per month) will be provided to CS Trainees at VSP Township, Ukkunagaram, VISAKHAPATNAM, A.P., as per RINL/VSP Rules. The accommodation will be provided generally on sharing basis, for male candidates at Trainees Hostel and for female candidates at RINL/VSP Quarters, except for Local Candidates.
- 6) **Canteen facilities:** Food items at canteen can be availed at subsidized rates on par with employees.
- 7) **Working Hours:** Monday to Saturday from 9:00 AM to 5.30 PM. (extended on need basis during meetings)
- 8) **Leaves:** Trainees will be entitled to leaves as per ICSI Rules and as per extant rules of RINL/VSP.
- 9) **Selection Procedure:**
  - a) Interested candidates are required to submit their applications in the prescribed format given in this advertisement along with a copy of **resume** duly signed & dated. **Application submitted in the prescribed format and duly filled as per instructions will only be considered. Any deviation to the format or filling of application will be summarily rejected without any intimation to the applicant.** Incomplete / illegible / unsigned / multiple applications / applications not in the prescribed format or without photograph / without copies of certificates in support of age, qualification, category, experience and pay/or those received after last date will be rejected.
  - b) Upon receipt of application, the application will be evaluated as per the below criteria and marks will be awarded. The cut-off marks will be decided later. Candidates will be shortlisted for interview based on marks secured as per criteria. The interview will be arranged through video conferencing either by Zoom or Skype or any other mode. However, physical interviews may also be considered based on situations/ circumstances.
  - c) The applicant who secures highest marks (grand total) as per the below criteria will be selected for the training and will be called for joining as per the Letter of Appointment to be issued by the Learning & Development Center (L&DC) formerly Training Dept, RINL/VSP.
  - d) Marks claimed in one criteria cannot be claimed in another one for same credentials.
  - e) The Application evaluation criteria is as follows:

S.No.	Criteria	Max.Marks
(i)	All India Rank (AIR) secured in Executive / Professional programme of ICSI. (5marks/Rank)	10
(ii)	Executive/Professional programme of ICSI cleared in a single attempt. (5marks/programme)	10
(iii)	Pursuing Final Level of CA (ICAI) or CMA (ICMAI) Course.	5
(iv)	Working experience in relevant domain. <sup>(1)</sup>	10
(v)	Full Time Five Years Degree Course (5YDC) passed in first division.	10
(vi)	Full time B.Com (Hons)/LL.B / M.B.A passed in first division.	8
(vii)	Full Time Graduation (3YDC) Degree passed in first division.	6
(viii)	Extra-curricular activities- Achievements/Medals <sup>(2)</sup>	5
(ix)	NCC 'B' or 'C' Certificate (National Cadet Corps) or equivalent from Scout & Guide.	4
(x)	Full Period of Training (21 months) sort at RINL/VSP	7
	<b>Total – (A)</b>	75
(xi)	Interview	<b>Total – (B)</b>
	<b>Grand Total (A+B)</b>	<b>100</b>

<sup>(1)</sup> Experience in relevant domain viz. Secretarial, Legal, Accountancy etc., with MS-Office Computer proficiency. The experience should be supported by Experience Certificate. The consideration and evaluation of experience certificate is at the sole discretion of RINL/VSP.

<sup>(2)</sup> Please specify any achievements either in sports or education or any other filed/ activity state level onwards.



- 10) **No. of Vacancies:** One vacancy, subject to change.
- 11) **How to Apply:** Interested aspirants should apply in the prescribed format of Application and submit their applications through email to [csrinl@vizagsteel.com](mailto:csrinl@vizagsteel.com) with a copy marked to [jagadeeshm@vizagsteel.com](mailto:jagadeeshm@vizagsteel.com)
- 12) **Last date:** Closing working hours of **10<sup>th</sup> July, 2023. i.e. 17.30 hrs**
- 13) All correspondences with the candidates shall be done through e-mail only. Information regarding Interview, shall be provided through e-mail. RINL will not be responsible for any loss of e-mail sent, due to invalid / wrong email ID provided by the candidate or due to any other reasons.


**General Terms & Conditions:**

- a) Before applying, the candidate should ensure that he/she fulfills the eligibility criteria and other terms & conditions.
- b) All qualifications should be from a recognized Board/University/Institution in India.
- c) The aspirant must write their name as it appears in the educational certificate of Secondary or equivalent examination. In case of change of name at a later stage necessary legally accepted documentary proof is to be submitted at the time of interview. Candidates must attach with the application, documentary evidence in support of age, educational qualifications and experience.
- d) While applying, the candidates are advised to ensure that they fulfill the eligibility criteria and other requirements mentioned in this advertisement and the particulars furnished by them are correct in all respects. At any stage of engagement process, if it is detected that the candidate does not fulfill the eligibility criteria and/or does not comply with any other requirements as required as per this advertisement and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after engagement, his/her engagement(s) are liable to be terminated without any notice.
- e) Any canvassing or personal follow up with an intention of inducing the process of selection of apprentice by and on behalf of any candidate shall lead to immediate cancellation of candidature. The aspirants are advised not to fall prey to any touts / agents in any way for this enrollment.
- f) No Travelling Allowance or other expenses will be made admissible to the aspirants appearing for the interview, if any, on physical mode. Those candidates, who fulfill the eligibility criteria will only be considered for Interview.
- g) RINL-VSP reserves the right to withdraw/cancel the advertisement/selection process if circumstances so warrant without assigning any reason thereof.
- h) The decision of RINL in all matters relating to eligibility, acceptance, rejection of the application, mode of selection, interview, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this regard.
- i) This training/engagement will not give any right to employment at RINL/VSP.

NOTE:-The interview schedule to the eligible shortlisted candidates will be communicated to aspirant's **Registered Mobile number and Email address only**. No communication will be sent to the candidates not shortlisted.

For any further clarifications Company Affairs Dept, RINL may be contacted at *email:csrinl@vizagsteel.com; Phone:0891-2759482 / 2518249 or CS Anuja Mishra, Secretarial Officer, email: [amujam\\_2404@vizagsteel.com](mailto:amujam_2404@vizagsteel.com); Mobile:8985078575.*

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03.07.2023